



DIVISION MEMORANDUM

OSDS No. 12, s. 2019

TO: Chiefs of CID & SGOD
Division Supervisors
Division Office Personnel
Cluster Heads, Elementary & Secondary School Heads
School-Based Non-teaching Personnel
This Division

FROM: **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT: **PARTICIPATION TO THE 119TH PHILIPPINE CIVIL SERVICE ANNIVERSARY CELEBRATION KICK-OFF PROGRAM**

DATE: August 26, 2019

1. Please be informed of our participation to the Flag Raising Ceremony and kick-off activities/Opening Program of the 119th Philippine CS Anniversary Celebration at the Sultan Kudarat Cultural Center & Sports Complex, Provincial Capitol, Isulan, Sultan Kudarat on September 2, 2019.

2. Hereunder is the schedule of activities:

8:00: A.M. - Formal kick-off program at Sultan Kudarat Cultural Center & Sports Complex.

10:00 A.M. - Retro Pop Dance Contest
(1 entry for DepEd – CSDT)

12:00 Noon- Salu-salo (Food shall be provided by the Division Office)

Attire - Gold T-shirt printed with 119th Philippine CS Anniversary
Theme: ***“Civil Service at 119: Upholding Integrity and Building a High-Trust Society”***

3. Cluster heads, elementary and secondary school heads, division office and school-based non-teaching personnel are enjoined to attend on official business.

4. School-based participants shall provide their own T-shirt charged to local funds while expenses for Division Office participants shall be charged to Division MOOE/HRTD fund subject to accounting and auditing rules and regulations.

5. Wide dissemination of this memorandum is highly enjoined.

4. Anent this, the City Schools Division of Tacurong will participate in the kick-off activities/opening program at the Provincial Capitol, Isulan, Sultan Kudarat on September 2, 2019, to be participated by the Division Office personnel, cluster heads, school heads and the non-teaching personnel of the elementary and secondary schools.
5. T-shirt with print of CS Anniversary Celebration 2019 logo and theme (gold color) shall be worn by the participants during the said program and in all activities to be undertaken in line with the month-long celebration. School administrators and school-based non-teaching personnel shall provide their own t-shirt to be charged to local funds while that of Division Office personnel shall be charged to Division HRTD fund, subject to accounting and auditing rules and regulations.
6. Larong Pinoy and Clean-up (Operation Linis) are also among the activities to be undertaken during the celebration.
7. The month-long celebration will be highlighted by the **PRAISE Awarding Ceremony** for the outstanding teachers and employees of the Division to be followed by "CSDT Family Day" on September 27, 2019. Venue will be announced later.
8. Attached is the Calendar of Activities for the information and guidance of all concerned. Mechanics and detailed guidelines of the different activities will be disseminated later.
9. Expenses for the meals and snacks during the opening program and other incidental expenses related to the participation in the above-mentioned activities shall be charged to the Division MOOE/HRTD Fund subject to accounting and auditing rules and regulations.
10. Participation of all concerned is highly enjoined.
11. Immediate and wide dissemination of this Memorandum is desired.


119TH PHILIPPINE CIVIL SERVICE ANNIVERSARY CELEBRATION

PROPOSED CALENDAR OF ACTIVITIES

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Kick-off Activity of CS Month Celebration at the Provincial Capitol	3	4	5 (Buwan Ng Wilka Culmination Program)	6 **"Clean-up/Operation Linis"	7
8	9	10	11 Holy Mass	12	13 *Larong Pinoy *Parlor Games	14
15	16	17	18 Talakudong Festival (Holiday)	19 Induction Program For Newly Hired Non-Teaching Personnel	20 Induction Program For Newly Hired Non-Teaching Personnel	21 Induction Program For Newly Hired Non-Teaching Personnel
22	23 DEDP	24 DEDP	25 DEDP	26	27 PRAISE Awarding of Outstanding Teachers/Employees & Brigada Eskwela Best Implementers *CSDT Family Day	28
29	30					

Prepared by:


ZENAIDA B. PORRAS, MPA
 Administrative Officer V

Recommending Approval:


LEVI B. BUTIHEN
 Asst. Schools Division Superintendent

Approved by:


LEONARDO M. BALALA, CESE
 Schools Division Superintendent

*3:00 to 5:00 PM